

19 JAN 1956

MEMORANDUM FOR: Chief, Records and Services Division

SUBJECT: Ten Ways for Improving CIA's Personnel Management

REFERENCE: Memo for DCI from D/Pers, 18 April 1955, subject as above.

25X1A 1. Point 7 of subject memorandum implied that we had the germ of an idea to control tampering with employees files. I have discussed this general area with [REDACTED] and have told him we have revised our system of file control with the aim of restricting possession of files only to those who have an absolute need to see them. You will recall we were thinking along the lines of a paper by paper review as being the only correct way to fix responsibility in case of tampering. I told [REDACTED] our new system does not insure against tampering but does contemplate a much closer control of files.

25X1A 2. Will you please review this situation for the purpose of addressing a memorandum to the Chief, Management Staff, explaining the revised system and what we hope it will accomplish. Point out what would be involved in an individual paper review in terms of manpower, and I believe we should take the position that the seriousness of the problem does not in our opinion warrant the additional manpower expenditure. Rather, we might take the position that the revised system should be given an opportunity to demonstrate whether it attains something near the desired goal.

SIGNED

25X1A

[REDACTED]
Executive Officer
Office of Personnel

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OP/ [REDACTED] (19 Jan 56)

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